



Planning Department

TOWN OF ACTON
472 Main Street
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MEMORANDUM

To: Community Preservation Committee **Date:** January 22, 2013

From: Roland Bartl, AICP, Planning Director

Subject: 2013 Recapture of Unspent Previous Years' Project Appropriations

To formalize the recapture of prior year project funds (as done in previous years), I recommend that the Community Preservation Committee vote to direct the Town Finance Department to move the remaining account balances from the following prior year projects to the general Community Preservation Fund or a specific Set Aside Fund balance, as outlined below. See also attached back-up sheets.

Account	Project	Year	Category	Remaining Balance	Notes
0084 #18D-4/04	Historic District Signs	2004	HP	\$500.00	The Historic District Commission replied by copying their response from last year – no new update has been provided. The last account activity was in 2007. If recaptured, this brings 2004 HP spending to 9.9%, or \$500.00 below the minimum req. 10% threshold. The original signs funded by this item show signs of beginning deterioration (most flaking paint in some places). Restoring, replacing and adding new signs could be another future CPA funded project. <u>Make-up needed for 2004 HP spending: Transfer \$500.00 to historic set-aside.</u>
1073 #24F-4/10	Windsor	2010	HP	\$100.00	The project is completed.*
0172#24E-4/10	Theater III	2010	HP	\$3,347.17	The project is completed.*
0174 #24G-4/10	468 Main Windows	2010	HP	\$200.00	This project is completed.*

0175 #24H-4/10	Town Hall Windows Restoration	2010	HP	\$132.00	This project is completed.*
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*After recapture from these four HP projects the 2010 HP spending remains at 15.67 %, or \$54,831 above the minimum req. 10% threshold.

Total Recapture Amount \$4,279.17

CH – Community Housing	HP – Historic Preservation	OS – Open Space	R - Recreation
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Checking for statutory minimum spending requirement:

2004 – Historic Preservation:

Original appropriations for HP		\$94,446.00
Min. 10% HP appropriation requirement	-	<u>\$94,446.00</u>
Original HP appropriation above 10% min.		\$0.00
2007 recapture amt.	-	<u>\$4,130.00</u>
(momentary deficit)		(\$4,130.00)
2007 set-aside & make-up re-appropriation	+	<u>\$4,130.00</u>
Remaining HP appropriation above 10%		\$0.00
2013 Recapture amount	-	<u>\$500.00</u>
Resulting HP appropriation below 10% min.		(\$500.00)

- ▶ The 2004 HP appropriation falls below 10% after recapture. A **\$500.00 set-aside is required.**

2010 – Historic Preservation:

Original appropriation for HP		\$155,200.00
Min. 10% HP appropriation requirement	-	<u>\$96,590.40</u>
Original HP appropriation above 10% min.		\$58,610.40
2013 Recapture amt.	-	<u>\$3,779.17</u>
Remaining HP appropriation above 10%		\$54,831.23

- ▶ The 2010 HP appropriation remains above 10% after recapture. There is no need to create a set-aside fund.

Attachments

Correspondences regarding remaining fund balances:

A. Items recommended for recapture.

Account: 0084 #18D-4/04 **Project:** Historic District Signs **Recapture amount:** \$500.00
Update: *We recommend the remaining funds for the Historic District Signs be recaptured. The last activity from this fund was in 2007. The response given (please see below) from the Historic District Commission does not seem sufficient enough to keep this account open another year. No progress has been made since our inquiry last year. In addition, existing Historic District signs originally funded by this award are now in need of repair and a new project application may be more appropriate at this time.*

Email Correspondence:

Please see attached reply from last year to the same inquiry.

From: Kristen Domurad-Guichard
Sent: Monday, December 10, 2012 9:17 AM
To: Historic District Commission
Cc: Community Preservation Committee; Roland Bartl
Subject: CPA Project - Historic District Signs

Dear Members of the Historic District Commission:

In 2004 Town Meeting appropriated \$8,285 of CPA funding for:

"Historic District Boundary Signs

Acton has three Historic Districts: the South Acton, West Acton, and Acton Center Historic Districts. The requested appropriation will fund the Acton Historic District Commissions efforts to purchase up to 25 historic marker signs and to install up to 22 signs at Historic District boundary locations along primary and secondary roads and highways. Three signs, one for each district, would be held in reserve for replacements as needed."

As of today the account shows a remaining balance of \$500. The last account activity was in 2007.

Please advise me by December 31, 2012 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects. The Planning Director, Roland Bartl will be recommending to the Community Preservation Committee that remaining balances of unused funds which have been untouched for several years be recaptured and refunded to the Community Preservation general fund.

Your reply from last year to the same inquiry is attached.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you

Kristen Domurad-Guichard
Assistant Town Planner
Town of Acton
472 Main Street
Acton, MA 01720
P: 978-929-6631

Account: 1073 #24F-4/10 **Project:** Windsor Building **Recapture amount:** \$100.00
Update: We recommend the remaining funds for the Windsor Building be recaptured.

Email Correspondence:

The exterior renovations in the scope are complete and the balance can flow back to the fund.

Thanks

Dean

Sent from my iPhone

On Dec 10, 2012, at 10:05 AM, "Kristen Domurad-Guichard" <kguichard@acton-ma.gov> wrote:

Dear Dean:

In 2010 Town Meeting appropriated \$70,200 of CPA funding for:

Historic Restoration and Adaptive Re-use of the Windsor Building

“The proposal for the exterior of the building is to restore the look of the original fire station. This would be accomplished by installing two reproduction engine doors on the front of the building. The doors would be functional out-swing doors which will create a unique indoor/outdoor venue unlike any other building in town. The main entrance would be moved to the side of the building and made handicap accessible. Twenty 2/2 windows would be restored and historically appropriate wooden storm windows would replace the aluminum triple tracks. Also included in the exterior work would be necessary carpentry repairs to the building, painting the building the original color and replacing the aging roof. Finally, a new septic system and landscaping would be installed with labor being provided by Town Staff as an in-kind match.”

As of today the account shows a remaining balance of \$100.00. This suggests that the project may be completed.

Please advise me by December 31, 2012 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Kristen Domurad-Guichard
Assistant Town Planner
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Account: 0172#24E-4/10 **Project:** Theater III **Recapture amount:** \$3,347.17

Update: We recommend the remaining funds for Theater III be recaptured.

Email Correspondence:

From: Jamie Watt [<mailto:jd wattjr@gmail.com>]

Sent: Thursday, January 10, 2013 10:06 PM

To: Kristen Domurad-Guichard

Cc: pfurnace@aol.com; Tom Wachtell

Subject: Re: CPA Project Funding - Theater III Professional Assessment of Preservation Needs

Hi Kristen,

Thanks for your note.

Theatre III's assessment and planning project is complete. We're very grateful to the CPC for funding this planning effort, and the subsequent project during which we made significant improvements to the building.

We came in slightly under budget on both projects and are pleased to return the \$3,347.17 to the CPA general fund.

Please let me know if you have any questions.

Thanks again,
Jamie

On Mon, Jan 7, 2013 at 2:39 PM, Kristen Domurad-Guichard <kguichard@acton-ma.gov> wrote:

Dear Pamela,

This is a reminder to respond to the email below by Thursday January 10th, confirming that funds can be returned to the general CPA fund.

Thank you,
Kristen

Kristen Domurad-Guichard
Assistant Town Planner
Town of Acton
472 Main Street
Acton, MA 01720
P: [978-929-6631](tel:978-929-6631)

From: Kristen Domurad-Guichard

Sent: Monday, December 10, 2012 9:57 AM

To: 'pfurnace@aol.com'

Cc: Community Preservation Committee; Roland Bartl

Subject: CPA Project Funding – Theater III Professional Assessment of Preservation Needs

Dear Pamela:

In 2010 Town Meeting appropriated \$27,000 of CPA funding for:

CPA Project Funding – Theater III Complete Professional Assessment of Preservation Needs:“The Plan will be completed by an architectural firm experience in both building envelope issues and historic

preservation. The plan will include recommended repairs to maintain and improve structural integrity, suggested sequencing of action to allow for efficient completion within budgetary and usage limitations, and an assessment of the feasibility of increasing handicapped accessibility. The application includes a requires for funding 90% of the proposed cost of the project, based on the estimate of the project architect. Theater III will assume the remaining costs, to be supported through various fund-raising activities throughout the year.”

As of today the account shows a remaining balance of \$3,347.17

Please confirm to me by December 31, 2012 that the project is completed, and that the remaining balance can be returned to the general CPA fund to support new projects.

If for any reason the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you

Kristen Domurad-Guichard
Assistant Town Planner

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Jamie Watt

Account: 0174 #24G-4/10 **Project:** 468 Main Street Windows **Recapture amount:** \$200.00
Update: We recommend the remaining funds for window restoration at 468 Main Street be recaptured.

Email Correspondence:

Project complete.

Thanks

Dean

Sent from my iPhone

On Dec 10, 2012, at 10:11 AM, "Kristen Domurad-Guichard" <kguichard@acton-ma.gov> wrote:

Dear Dean:

In 2010 Town Meeting appropriated \$8,000 of CPA funding for:

468 Main Street Window Restoration and Replacement

“For the rehabilitation and restoration of 17 windows and the replacement of 5 windows in the town owned property located at 468 Main Street (red 1913 bungalow on Main Street between Woodbury Lane and Newton Road), now being used as town offices. This property is located in the Acton Center Historic District, and is on the Cultural Resources List.”

As of today the account shows a remaining balance of \$200.00. This suggests that the project may be completed.

Please advise me by December 31, 2012 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you

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Account: 0175 #24H-4/10 **Project:** *Town Hall Windows* **Recapture amount:** \$132.00
Update: *We recommend the remaining funds for window restoration at Town Hall be recaptured.*

Email Correspondence:

Project complete

Thanks

Dean

Sent from my iPhone

On Dec 10, 2012, at 10:19 AM, "Kristen Domurad-Guichard" <kguichard@acton-ma.gov> wrote:

Dear Dean:

In 2010 Town Meeting appropriated \$50,000 of CPA funding for:

Town Hall Historic Window Restoration

“For the rehabilitation and restoration of the windows in the original, 1864 portion of the Town Hall, which is in the Acton Center Historic District. These windows are the rope and weight type, and still have quite a bit of the original wavy glass intact. It appears that the windows have never been restores; only repeatedly repainted. White aluminum triple track storm/screen windows were added at some time in the past (circa 1970).”

As of today the account shows a remaining balance of \$132.00. This suggests that the project may be completed.

Please advise me by December 31, 2012 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you

Kristen Domurad-Guichard
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B. Recommended funds to remain in project account.

Project: *Civil War Exhibit - Enhancement*

Update: *We recommend the funds for the Civil War Exhibit remain in the account. Marcia has indicated that there has been progress made to complete the project with the remaining funds by end of next December 2013.*

Email Correspondence:

okay – thank you!

Roland Bartl, AICP
Planning Director
Town of Acton
472 Main Street
Acton, MA 01720
978-929-6631

From: Marcia Rich
Sent: Wednesday, January 16, 2013 4:06 PM
To: Roland Bartl
Cc: Kristen Domurad-Guichard
Subject: RE: CPA Project - Civil War Exhibit - Enhancement

I apologize for not getting back to you sooner.

How about if I concede that any money that doesn't get used by Dec. 31, 2013 goes back to the CPA account?

From: Roland Bartl
Sent: Tuesday, January 08, 2013 5:49 PM
To: Marcia Rich
Cc: Kristen Domurad-Guichard
Subject: RE: CPA Project - Civil War Exhibit - Enhancement

Marcia – what is your time line for completing this project; including the brochures?

Roland Bartl, AICP
Planning Director
Town of Acton
472 Main Street
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Kristen,
The project is not completed yet.

The big hang-up, other than lack of time which was further complicated by staff turnover, is the desire to have a touch screen computer in the exhibit so that people can easily look up a family name or find out more about someone covered in the exhibit who captured their imagination. (I'm rather fond of Aaron Jones Fletcher and George Reed myself.) For quite a while, touch screens did not work well with our website, but the newer ones seem to be much better.

The remaining tasks to be done are revisions to some of the labels and text panels because we've uncovered new information since the exhibit was researched. Roland has said we could use any money left over toward producing a nice brochure that could go in tourist spots in the area.

If you haven't seen the exhibit, you should come over sometime. I'd be happy to give you the 50 cent tour. Let me know if you have any questions.

Regards,
Marcia

Marcia Rich MLS/MBA
Director, Acton Memorial Library
486 Main St.
Acton, MA 01720

From: Kristen Domurad-Guichard
Sent: Monday, December 10, 2012 9:39 AM
To: Marcia Rich
Cc: Community Preservation Committee; Roland Bartl
Subject: CPA Project - Civil War Exhibit - Enhancement

Hi, Marcia:

In 2009 Town Meeting appropriated \$8,000 of CPA funding for:

"C. Civil War Exhibit - Enhancement

The Annual Town Meeting in 2005 appropriated \$30,150 of Community Preservation funds "to restore the original Acton Memorial Library building so as to once again allow the display of Civil War era documents and artifacts" that the library had in storage. At that time, the Acton Memorial Library Trustees had committed \$4,000 of additional funding to this project.

The exhibit "Not Afraid to Go" opened on Patriots Day 2008 in the original wing of the library. However it is not fully completed.

This supplemental \$8,000 appropriation will provide for the following items to the exhibit:

- **One additional audio station with programming (equipment and narration, recording, sound effects, editing, etc.).**
- **Replacing a failed computer that provides visitors with more in-depth information and databases on Civil War veterans.**
- **Added lighting in two currently under-lit areas of the exhibit.**
- **Enlargement of certain battle picture graphics.**

Improved signage leading to the exhibit."

As of today the account shows a remaining balance of \$1,901.73.

Please advise me by December 31, 2012 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you

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Project: Antique Fire Apparatus

Update: We recommend the funds for the Antique Fire Apparatus remain in the account. There has been a recent change in leadership with the new Fire Chief, Pat Futterer. After making contact with him, he has taken several measures to get the project started. He has provided an updated cost estimate and hopes to start the project as soon as possible.

Email Correspondence:

From: Patrick Futterer

Sent: Monday, January 14, 2013 3:03 PM

To: Roland Bartl

Subject: Funds

I just got off the phone with the person that will be repairing the old Engine 3. They stated that a ball park figure to fix the head on the engine is \$2,000.00. They said they really had to get inside the engine for a hard and fast estimate. So yes we do need the funds. I am going to let them start as soon as they can. Just wanted to keep you informed.

Respectfully,

Patrick J. Futterer, EFO, CFI

Fire Chief

Acton, MA 01720

Phone: 978-929-7411

Fax: 978-266-2885

From: Patrick Futterer

Sent: Tuesday, January 08, 2013 5:55 PM

To: Roland Bartl

Subject: Re: Antique Fire Equipment

I just sent pictures and measurements to a company that is giving us a quote to repair the leaking head on one of the engines. As soon as I get the quote I will let you know. It will hopefully be quick

Respectfully,

Patrick J Futterer EFO, CFI

Fire Chief

Acton, MA

Sent from my iPhone please excuse any misspelled words due to this coming from my I phone.

From: Patrick Futterer

Sent: Friday, December 14, 2012 9:27 AM

To: Roland Bartl

Subject: Antique Fire Equipment

Roland, I want to thank you for bringing this to my attention. One of our antique engines actually has a head on it that is leaking and needs to be repaired. This money will help in getting that done. Just to let you know I will be using the money. I will let you know what was done and how much to get this done. Thanks again.

Respectfully,

Patrick J. Futterer, EFO, CFI

Fire Chief

Acton, MA 01720

Phone: 978-929-7411

Project: Pre-Development funds for Sachem Way

Update: We are awaiting the promised invoice. If it fits under the original appropriation's purpose we will arrange for payment, and the account balance will be \$0.

Email Correspondence:

Kristen

We will send you an invoice for the remaining balance in the fund this week.

The invoice will include a letter to the CPC informing them that this will be the last invoice, that the balance is 0 and the project is complete.

Thank you,

Kelley

-----Original Message-----

From: Kristen Domurad-Guichard [<mailto:kguichard@acton-ma.gov>]

Sent: Monday, December 10, 2012 9:42 AM

To: Kelley Cronin

Cc: Community Preservation Committee; Roland Bartl

Subject: CPA Project - Pre-development funds for Sachem Way

Dear Kelley:

In 2009 Town Meeting appropriated \$152,000 of CPA funding for:

"H. Pre-development Funds for the Acton Housing Authority The Acton Housing Authority proposes to construct new buildings for affordable rental housing for families below 80% of the area's median income at the Housing Authority property on Sachem Way. This \$152,000 recommended appropriation is designated for a project on this site and will fund necessary pre-development planning and design work, including a feasibility study, architectural services, engineering, surveying, environmental study and designs, and legal and financial consulting services. The Executive Director of the Housing Authority estimates its in-kind contributions at \$20,000 for project coordination and oversight.

In response to concerns raised at the 2008 Annual Town Meeting, the Housing Authority invited all surrounding neighbors to two outreach meetings regarding this proposed project on May 7, 2008 and September 23, 2008, and held a site walk on February 28, 2009. Recognizing that their questions and concerns could not be addressed with complete certainty until the pre-development study is completed, the Housing Authority has an open invitation to the neighbors throughout the design committee process once Community Preservation funds have been secured to begin the design phase."

As of today the account shows a remaining balance of \$184.85. This suggests that the project may be completed.

Please advise me by December 31, 2012 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you

Kristen Domurad-Guichard

Assistant Town Planner

Town of Acton

472 Main Street

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